



Welcome to the FY2013 Automated Recap Program

Installation Instructions

[1] Click on **"GET FY2013 RECAP PROGRAM"** from the Division of Local Services web site to download Recap13 program. A file download screen will appear asking you "What would you like to do with this file?"

- o Run this program from its current location or Save this program to disk.

[2] Select "Save this program to disk" and Click OK.

[3] Select drive letter and folder where you wish to download Recap13.exe

Note: It is important to know the drive letter & folder where file is downloaded to.

[4] Once download is complete, locate Recap13.exe file using Windows Explorer and double-click to run executable.

[5] On your screen, under *Unzip to folder*, you will see the default drive letter and the default folder name where the Recap excel spreadsheet will be installed which is C:\Recap13. You can install this program on a different drive; for example, D:, E:, F:,G: etc or with a different folder name, by simply following the instructions in the NOTE section below.

NOTE: To change the default drive letter, simply click after the C, backspace once, enter a different drive letter and proceed to steps below or if you want to change the folder name just highlight Recap13 and enter a new folder name. If you are on a network, you should select a different drive letter than C: in order to ensure recap13.xls is backed up consistently.

[6] Click on UNZIP button.

[7] You'll see on your screen - WinZip Self-Extractor
1 file(s) unzipped successfully

Click on OK button.

[8] Click on CLOSE button.

[9] From your computer's Windows Explorer menu, click on VIEW and then select REFRESH to refresh the screen.

[10] Look in drive letter and folder name selected-Recap13 in Step 2. You will see the RECAP13.XLS file.

- [11] Double-click on new Recap Excel (XLS) file.
- [12] IMPORTANT- Always make sure you click on **ENABLE MACRO** button each time you open the Automated Recap Program.

NOTE: If you are not prompted to enable macros, you should test to make sure your macros are working. Simply try to print out a form using the drop down print menu. If the form prints out OK, you are all set and you can proceed to completing your forms.

IMPORTANT:

Also, new computer/operating systems default in Excel to high security causing your macros not to work. In order to fix this, while in Excel, select Tools - Macro Security - and set security level to low. Save and close recap program, reopen the Recap Program again one more time and you will be prompted this time to enable macros.

HELP LINES

If you should need Computer/Technical Support, contact Arnold Kanter at (617) 626-2303 or <mailto:Kanter@dor.state.ma.us>

Or Donna Demirai (BLA Content)

(617) 626-2391
<mailto:Demirai@dor.state.ma.us>

Or Your BOA Field Representative

You are now ready to begin the FY2013 Automated Recap Program.

Gateway: Tax Rate/Pro Forma Submission

DLS encourages submission of applicable forms through the Gateway system. When submitting forms via Gateway, BOA and BLA suggest that forms be completed, printed, signed and filed locally (for audit purposes) as well. Forward to BOA or BLA only supporting documentation not entered into Gateway.